



MONTANA STATE PRISON POLICIES AND PROCEDURES

Policy No.: MSP 3.2.5	Subject: CONTROL AND USE OF HAZARDOUS MATERIALS
Chapter 3: INSTITUTIONAL OPERATIONS	Page 1 of 4
Section 2: Safety and Emergency Procedures	Revision Date:
Signature: /s/ Mike Mahoney	
Signature: /s/ Ross Swanson	Effective Date: 09-04-01

I. POLICY:

Montana State Prison and Montana Correctional Enterprises shall deal safely and effectively with the control and use of hazardous materials.

II. AUTHORITY:

2-15-112, MCA. Duties and Power of Department Heads

53-1-203, MCA. Power and Duties of Department of Corrections

50-78-101, MCA. Employee and Community Hazardous Chemical Information Act

75-10-701, MCA. Remedial Action Upon Release of Hazardous Substance

42 U.S.C. 9601 (14) Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)

29 CFR 1910.1200 Occupational Safety and Health Administration (OSHA)

40 CFR 262 Environmental Protection Agency

DOC 3.2.5, Control and Use of Hazardous Materials

III. DEFINITIONS:

Hazardous Material means any element, chemical compound, or mixture of elements or compounds that may constitute a physical hazard, or health hazard, or major environmental hazard as defined by law.

Material Safety Data Sheets (MSDS) are written precaution statements specific to a hazardous material with provisions for handling, storage, first aid, disposal, and decontamination.

IV. PROCEDURES:

Policy No.: MSP 3.2.5	Chapter 3: Institutional Operations	Page 2 of 4
Subject: CONTROL AND USE OF HAZARDOUS MATERIALS		

A. Operational Policies and Plans

The MSP Safety Officer shall maintain a Hazardous Materials Program which must include details for the storage, issue, and supervision of toxic, corrosive, flammable, and explosive compounds, and procedures for responding to and the prevention of related incidents.

B. Hazards Originating off the Facility Grounds

The MSP Emergency Preparedness plan shall take into account the location of highways and railroads where hazardous materials may be transported, and the proximity of factories or other industrial installations that manufacture or store materials that could pose a threat in the event of spillage or an accident.

C. Inventory, Issue, and Storage of Hazardous Materials

1. MSDS's must be maintained and available in each area where hazardous substances are stored or used.
2. A perpetual inventory of all hazardous materials shall be maintained in each area where they are stored or used.
3. The MSP hobby policy must require that all hazardous materials related to the inmate hobby program be inventoried, controlled, and dispensed pursuant to the Hazardous Materials Program.
4. Each area where hazardous materials are stored must have the appropriate hazardous material storage containers, which must be clearly labeled.
5. All products considered flammable must be managed, controlled, and stored as a hazardous material.

D. Training

Policy No.: MSP 3.2.5	Chapter 3: Institutional Operations	Page 3 of 4
Subject: CONTROL AND USE OF HAZARDOUS MATERIALS		

All staff and inmates working with, or in the proximity of hazardous materials, or who have safety job assignments as a part of their job description, must be provided training specific to the issues related to handling, storage and disposal of hazardous materials. This training shall include accident prevention, understanding MSDS's, as well as the appropriate response in the event of an accident.

E. Notification

1. The Hazardous Materials Program must include a provision for notification of appropriate personnel for all hazardous material incidents.
2. Any incident that may require evacuation of staff or inmates, or requires outside notification, must be immediately reported to the DOC Director or designee.
3. The MSP Safety Officer shall maintain a current list of all agencies that should be notified in the event of a hazardous materials incident. This list must include agencies with hazardous material experts, appropriate law enforcement agencies, and the local fire department.

F. Containment

The Hazardous Material Program shall include procedures designed to contain and limit the spread of hazardous substances, and minimize exposure of staff and inmates to its effects. These procedures will include restricting access to the affected area, shutting off ventilation and drain systems, and reducing the potential for further spread or contamination.

G. Expert Assistance

In order to respond effectively to a hazardous material incident, the Hazardous Material Program must include the following information:

1. A list of the location, type, and approximate quantities of each category of hazardous material, with appropriate MSDS's;
2. A list of the names and phone numbers of local, state, and federal authorities that have the capability of responding to specific hazardous material incidents; and

Policy No.: MSP 3.2.5	Chapter 3: Institutional Operations	Page 4 of 4
Subject: CONTROL AND USE OF HAZARDOUS MATERIALS		

3. Procedures for decontamination of staff, inmates, and affected area(s) of the facility.

H. Evacuation

The decision to evacuate in the case of a hazardous material incident may only be made by the Warden or Shift Commander after consultation with the Safety Officer and other hazardous material experts. In the event that there is clear evidence that the situation poses a serious threat to health and safety, immediate removal of staff and inmates from the affected area(s) may be ordered by the Shift Commander or designee. Specific plans for a full-scale evacuation of all, or part, of the facility are referenced in the Department's Emergency Preparedness Plan.

V. CLOSING:

Questions regarding this policy shall be addressed to the MSP Safety Officer.